

## Course Approval Application

(WAC 308-124H-025)



**Fee: \$50.00 Minimum, \$5.00 per clock hour**

**All Fees Are Non-Refundable**

Make remittance payable to State Treasurer.  
Send this application with your remittance to:

Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048

FOR VALIDATION ONLY

Please check one and enter ID# if you mark Renewal.

☐ **Original Approval**    ☐ **Renewal\*** – Course ID# \_\_\_\_\_

Please check the medium by which this course is delivered and enter type of delivery method if you mark Distance Education

☐ **Live Lecture**    ☐ **Distance Education\*\*** – Delivery Method \_\_\_\_\_

Does this course include the current Core Curriculum?    ☐ **YES**    ☐ **NO**

**Please indicate date of presentation if this is a seminar, symposium, or conference.**

Date \_\_\_\_\_

### Provider/Course Developer Information

Name of Provider/Course Developer		School ID No. (if applicable)	
Address (street, PO Box, suite #)			
City		State	Zip Code
Telephone No.	Fax No.	E-Mail Address	
Contact Person		Telephone No. (if different)	

### Course Information

Course Title		Is This Course ARELLO Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If <b>Yes</b> , Please Attach Your ARELLO Certificate	
Number of Clock Hours Requested (50 minutes equals one clock hour -- minimum of 3 clock hours)	Exam and Key Attached (required for 30 or more clock hour courses)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Questions (minimum of 3 questions per clock hour)
Description of Instructional Materials			
Specify the Course Learning Objectives for Each Learning Unit and Describe How the Learning Objectives Cover the Subject Matter (see page 2)			

\* If there are no changes in course content or in the original course approval application for a previously approved course, the course will be approved upon receipt of a course renewal application and payment of the required fee [WAC 308-124H-013(1)].

\*\* If you checked the Distance Education box, please complete and attach a Distance Education Delivery Method Approval Application (form RE-620-126) with this application, unless this course has been certified by ARELLO for your school.

*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-6505 or TTY (360)664-8885.*



## Outline of Course Presentation

Please highlight where the core curriculum elements are met in the course, if applicable

Learning Unit Title	Learning Objective	Teaching Techniques Utilized in Each Learning Unit	Estimated Time to Complete Each Learning Unit

Total Clock Hours \_\_\_\_\_

**Please Check the Appropriate Topic Area(s) of This Course**



TOPIC	TOPIC
<input type="checkbox"/> Principles/essentials	<input type="checkbox"/> Legal aspects
<input type="checkbox"/> Taxation	<input type="checkbox"/> Appraisal
<input type="checkbox"/> Evaluating real estate and business opportunities	<input type="checkbox"/> Property management and leasing
<input type="checkbox"/> Construction and land development	<input type="checkbox"/> Ethics and standards of practice
<input type="checkbox"/> Real estate closing practices	<input type="checkbox"/> Current trends and issues
<input type="checkbox"/> Finance	<input type="checkbox"/> Hazardous waste and other environmental issues
<input type="checkbox"/> Commercial	<input type="checkbox"/> Real estate sales and marketing
<input type="checkbox"/> Instructor development	<input type="checkbox"/> Use of computers and/or other technologies as applied to the practice of real estate

**Include two sets of the following attachments with your application if you checked the Original Approval box:**

- Course description
- Course curriculum and/or syllabus
- Course outline with learning objectives and hourly breakdown (make sure to highlight the core curriculum in your outline, if applicable)
- Any text, handouts, and other instructional materials
- Final examination and answer key (if 30 clock hours or more)
- Completed Distance Education Delivery Method Approval Application, if applicable
- ARELLO certificate, if applicable
- Check payable to Washington State Treasurer – \$5.00 per clock hour (minimum \$50.00) for a two year period.

**All information and requested materials must be provided or application will be returned.**

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

**X**

School Administrator's Signature

Date \_\_\_\_\_

## Instructions for Completing the Real Estate Course Approval Application

1. Check the appropriate box for either Original Approval or Renewal. You may only check the Renewal box if there are no changes in course content or in the original course approval application for a previously approved course. If you do check the Renewal box, please enter the ID number for the course. You will only need to submit this application and the required fee. You are not required to submit the course materials.
2. Please check the medium by which this course is delivered and enter the type of delivery method if you marked Distance Education. If you check Distance Education, please complete and attach a **Distance Education Delivery Method Approval Application** with this application, unless this course has been approved by ARELLO.
3. Please check whether or not this course includes the core curriculum.
4. Indicate date of presentation if this is a seminar, symposium, or conference.

### Provider/Course Developer Information

1. Provider/course developer name and ID number: Only an approved real estate provider/course developer can offer courses for clock hour credit. If you have been approved as a school, please use the approved name of your school, and use the appropriate ID number issued to you.
2. Address, telephone number, fax number, and e-mail address: Include P. O. Box and suite number, if applicable.
3. Contact person and telephone number: List the name of the contact person. Please include the telephone number where the contact person can be reached, if different from the school telephone number.

### Course Information

1. Course title and ARELLO certification: List the name of the course as you wish to have it appear in the course catalog and as you intend to reference it in your course offerings. Check Yes or No whether this course has been ARELLO certified. If you check Yes, please attach your ARELLO certificate for this course.
2. Number of clock hours requested, exam and keys, and number of questions: 50 minutes equal one

clock hour. Use this as your formula when figuring clock hours for your course. There must be a minimum of 3 clock hours. Indicate by checking Yes or No whether there is an exam and key enclosed with this application. An exam and key are required for 30 or more clock hour courses. There must be a minimum of 3 questions per clock hour in your exam.

3. Description of instructional materials: Describe all the text, charts, examples of forms, handouts, pamphlets, booklets, etc. which you will be using in this course.
4. Learning objectives: Specify the course learning objectives for each learning unit and how the learning objectives cover the subject matter. Please use the Outline of Course Presentation (*page 2 of this application*) to accomplish this.
5. Topics: Check the appropriate topic area(s) of this course.

### What to Include With This Application

1. If this a renewal, all you need to submit is a completed application and the appropriate fee (*\$5.00 per clock hour, with a minimum of \$50.00 for a two year period*).
2. If you checked the box for Original Approval, please include **two sets** of the following with your application and fee:
  - Course description;
  - Course curriculum and/or syllabus (make sure to highlight the core curriculum in your outline);
  - Any text, charts, handouts, booklets and other instructional material;
  - Final examination and answer key (if 30 or more clock hours);
  - A completed Distance Education Delivery Method Approval Application, if the Distance Education box is checked;
  - ARELLO certificate, if applicable;
  - A check payable to Washington State Treasurer in the correct amount (*\$5.00 per clock hour, with a \$50.00 minimum for a two year period*).
3. The provider/course developer certifies by signature that the course satisfies the requirements of WAC 308-124H-025.

### Incomplete or unsigned applications will not be processed

Completed applications are processed within 45 days of our receipt

**Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.56**